



STATE OF INDIANA  
OFFICE OF THE GOVERNOR  
State House, Second Floor  
Indianapolis, Indiana 46204

Eric J. Holcomb  
Governor

June 28, 2019

**VIA ELECTRONIC MAIL ONLY**

Email: [74972-96860228@requests.muckrock.com](mailto:74972-96860228@requests.muckrock.com)

Taylor Scott Amarel  
MuckRock News

**Re: Public Records Request**

Dear Taylor:

The Office of Governor Eric J. Holcomb (Governor's Office) has received your request for the following:

- *All emails sent to, from, or copied to Eric Holcomb from January 1, 2015 to Present day, containing any of the following non-case-sensitive key-strings: 'Whistleblower.'*

Upon further review of your records request, our office has determined that clarification is needed before we can begin searching for the records. As you may know, APRA requires a request for public records to be made with "reasonable particularity."<sup>1</sup> Indiana's Public Access Counselor ("PAC") has published numerous advisory opinions on reasonable particularity, which is necessary for an agency to accurately and efficiently locate and disclose records responsive to the request. The request should adequately identify the particular type of communication sought after. For e-mail communication, the PAC generally advises that a request outline a specific subject matter, *a date range of less than six months*, and particularized search terms.<sup>2</sup> Currently, your request lacks a six month time range. As even a small records request can yield a very large number of documents, the PAC also recommends that document searches start small. This allows the agency to more quickly locate responsive records and it allows the requester to follow up with subsequent records requests as needed.<sup>3</sup> Therefore, we ask that your records request be amended to comply with the legal requirement of reasonable particularity as outlined by the PAC. To be clear, the Governor's Office is not denying your request; to the contrary,

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<sup>1</sup> See Ind. Code § 5-14-3-3(a).

<sup>2</sup> Advisory Opinion of the Public Access Counselor 16-FC-128.

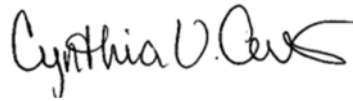
<sup>3</sup> Advisory Opinion of the Public Access Counselor 16-FC-109, 110 (Consolidated) (2016).

this office merely asks that the request be amended to satisfy legal requirements under APRA.

After receipt of your amended request that meets APRA's requirements, responsive records will be identified and gathered. It may be that some records will be produced subject to redaction and other documents may be withheld as permitted by applicable law. Pursuant to Indiana Code section 5-14-3-3, all disclosable records will be provided in a reasonable period of time.

If you have any questions regarding this request, please do not hesitate to contact our office.

Sincerely,

A handwritten signature in black ink, appearing to read "Cynthia V. Carrasco", with a stylized flourish at the end.

Cynthia Carrasco, Deputy General Counsel  
Office of Governor Eric J. Holcomb